

Per California Code of Regulations, title 2, section 548.5, the following information will be posted to CalHR's Career Executive Assignment Action Proposals website for 30 calendar days when departments propose new CEA concepts or major revisions to existing CEA concepts. Presence of the department-submitted CEA Action Proposal information on CalHR's website does not indicate CalHR support for the proposal.

A. GENERAL INFORMATION

1. Date

2023-03-16

2. Department

California Natural Resources Agency (CNRA)

3. Organizational Placement (Division/Branch/Office Name)

Ocean Protection Council

4. CEA Position Title

Deputy Director

5. Summary of proposed position description and how it relates to the program's mission or purpose.
(2-3 sentences)

The Deputy Director (CEA) will provide executive level leadership and has primary responsibility for the development and implementation of policies, programs and procedures for the Ocean Protection Council's (OPC) administrative functions and operations. This includes management of organization and program budgets, driving and tracking progress towards strategic plan priorities, oversight and management of staff, and hiring and work force planning and training. The CEA will have authority to modify and/or make new policies to enhance operational efficiency and will work closely with the Deputy Secretary for Oceans & Coastal Policy and OPC's seven-member Council to protect California's coast and ocean by advancing innovative science-based policy, strategic investments, and catalyzing action through partnerships and collaboration.

6. Reports to: (Class Title/Level)

Deputy Secretary for Oceans & Coastal Policy - Governor Appointee

7. Relationship with Department Director (Select one)

- ☒ Member of department's Executive Management Team, and has frequent contact with director on a wide range of department-wide issues.
- ☐ Not a member of department's Executive Management Team but has frequent contact with the Executive Management Team on policy issues.

(Explain):

8. Organizational Level (Select one)

- ☐ 1st ☐ 2nd ☒ 3rd ☐ 4th ☐ 5th (mega departments only - 17,001+ allocated positions)

B. SUMMARY OF REQUEST

9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

The CEA will serve as the principle policy maker for OPC's administrative functions and operations, with broad policy-making authority over budgets, human resources, personnel management and workforce planning and training. The CEA will also participate in OPC-wide planning and decision-making and will serve as an advisor to the Deputy Secretary for Oceans & Coastal Policy and OPC Council members on a wide range of issues, including those that are sensitive in nature.

The CEA will act for the Deputy Secretary for Oceans & Coastal Policy (Executive Director) in meetings with Council members, legislators and legislative staff, other officials and state/external partners on issues related to the coast and ocean in California.

Budget and Financial Management: Advise the Executive Director on all matters related to OPC's operations. Create and lead management of OPC's local assistance budget (up to \$100 million annually); develop and update short- and long-term investment plans that leverage funding sources to advance OPC's strategic priorities; track appropriate use of bond and other funds; manage expenditures; and track encumbrance and spending deadlines. Create and lead management of OPC's over \$2 million operational budget: track year-to-date expenditures and develop five-year budget projections. Write all budget concepts and budget change proposals to support OPC programmatic needs related to staff positions and appropriations for program delivery and local assistance. Coordinate closely with CNRA's Assistant Secretary for Administration and Finance and address legislative budget and policy committees, as needed. Work closely with control agencies like the Department of Finance, the Legislative Analyst's Office and the Legislature to make sure budgetary priorities are included in each year's budget. Review and summarize all appropriations to OPC and state agency partners working on coastal and ocean issues. In coordination with the Executive Director, develop recommendations for consideration by the Secretary for Natural Resources to maximize needed resources to advance strategic priorities and protect coastal and ocean ecosystems. Establish policies and procedures to maximize investments in projects that provide benefits to California Native American tribes and communities burdened by social and environmental injustice.

Strategic Priorities and Policy Development: Work closely with the Executive Director to direct coastal and ocean science and policy priorities for California. Implement, in collaboration with Executive Director and staff, OPC's Strategic Plan to Protect California's Coast and Ocean, including short and long-term strategic priorities that incorporate best available science and critical policy considerations with timelines, key outcomes and clear metrics of success. Advance scientific, policy and investment priorities of the Secretary for Natural Resources and other members of the OPC. Identify, analyze, and track proposed state and federal legislation related to coastal and ocean resources in California; write legislative concepts and bill analyses; provide technical assistance and background to control agencies, legislators, legislative staff, and stakeholders. Work with CNRA/OPC legal counsel and create, revise and implement high-level policy to ensure OPC's programs are consistent with current law and relevant policy documents. Collaborate with CNRA Executive Leadership to incorporate coast and ocean projects, initiatives, and priorities into broader Agency efforts. Prepare documents for the Governor's Office requesting action or raising awareness on strategic efforts. Identify and implement opportunities that leverage expertise and resources across all OPC's partners to maximize impact, including aligning OPC policy priorities with the breadth of scientific efforts being conducted throughout the state. Direct strategic communications in close coordination with OPC's Communications Manager. This includes collaboration with CNRA's executive communications team; review of press releases, social media, website and blog content; and leading or assigning staff response to media inquiries and interviews.

Personnel Management: Perform the full range of supervisory duties for direct reports, including communicating goals and objectives, managing priorities and adjusting workload, and establishing expectations. Manage and coordinate policy and administrative teams; assign, review and edit work products including fiscal, scientific and policy documents and presentations; provide guidance on critical/controversial issues; develop work plans (in collaboration with staff) and quarterly objectives and key results; and manage progress towards individual program performance and achievements. Mentor two Sea Grant fellows and multiple interns each year to help them launch their careers as environmental champions. Oversee career development for all OPC staff: prepare probation reports, performance reviews, and identify opportunities for promotion, training, and other professional growth. Address performance concerns, grievances, lead conflict resolution, and implement disciplinary action, as needed and consistent with CalHR requirements and processes. Identify and implement necessary staff trainings, including those related to advancing equity, and partnership with California Native American tribes.

B. SUMMARY OF REQUEST (continued)

10. How critical is the program's mission or purpose to the department's mission as a whole? Include a description of the degree to which the program is critical to the department's mission.

- ☒ Program is directly related to department's primary mission and is critical to achieving the department's goals.
- ☐ Program is indirectly related to department's primary mission.
- ☐ Program plays a supporting role in achieving department's mission (i.e., budget, personnel, other admin functions).

Description: The Ocean Protection Council (OPC) serves as the Governor's advisor on coastal and ocean policy and is the cabinet-level ocean program for the California Natural Resources Agency (CNRA). Its mission is to protect California's coast and ocean by advancing innovative, science-based policy, making strategic investments, and catalyzing action through partnerships and collaboration. This position is critical to ensure that OPC can meet its legislative mandate to ensure healthy coastal and marine ecosystems for current and future generations and advance priorities around climate change, equity, biodiversity and the sustainable blue economy.

OPC has a portfolio of funding sources (currently totaling \$230M) including Environmental License Plate Funds, Greenhouse Gas Reduction Funds, General Fund, Bond Funds and Once-Through Cooling Interim Mitigation Funds that support a range of grant programs to advance scientific research and monitoring, habitat restoration, climate resilience, biodiversity conservation, land acquisition, and projects that provide benefits to California Native American Tribes and communities that are burdened by environmental and social injustice. Additionally, OPC is responsible for coordinating the efforts of state agency partners with regulatory or policy oversight of coastal and ocean resources in California, ensuring coordinated policy decision-making and leveraged funding and expertise across state government.

These efforts are essential to the mission of OPC and CNRA.

B. SUMMARY OF REQUEST (continued)

11. Describe what has changed that makes this request necessary. Explain how the change justifies the current request. Be specific and provide examples.

OPC experienced a leadership transition in early September 2022. The current Deputy Director (Environmental Program Manager I), has been promoted to OPC's Executive Director and Deputy Secretary for Oceans and Coastal Policy at the California Natural Resources Agency. With this transition, the priorities and duties for the Deputy Director role necessitate a shift to an increased focus on OPC's administrative operations. As such, the appropriate classification to meet the organizational need of OPC is now a CEA, Level B, rather than an Environmental Program Manager I. This will allow OPC to balance existing leadership and staff expertise and create an opportunity to recruit and hire from a candidate pool that has a complementary and needed set of skills and expertise to lead OPC's Administrative functions and operations.

As such, the appropriate classification to meet the organizational need of OPC is now a CEA, Level B, rather than an Environmental Program Manager I. This will allow OPC to balance existing leadership and staff expertise and create an opportunity to recruit and hire from a candidate pool that has a complementary and needed set of skills and expertise to lead OPC's Administrative functions and operations.

Additionally, this shift will create further vertical structure in OPC's organizational chart to allow for future increased promotional opportunities for staff working in the Environmental Scientist series.

C. ROLE IN POLICY INFLUENCE

12. Provide 3-5 specific examples of policy areas over which the CEA position will be the principle policy maker. Each example should cite a policy that would have an identifiable impact. Include a description of the statewide impact of the assigned program.

The CEA position will lead OPC's administrative priorities related to budgets, legislation, personnel and work force development and will provide executive leadership support to the Executive Director to set short and long-term priorities for programmatic projects and policy documents.

As described above, OPC's efforts and achievements advance the Administration's priorities to build climate resilience, protect biodiversity and increase equity and access for all Californians. The policies and procedures established and implemented by the CEA position will direct OPC investments and policy decisions in a way that is leveraged, fiscally responsible, and compliant with funding source criteria/constraints, as well as state laws and goals.

Examples include but are not limited to:

Funding Priorities: Programmatic funding policies to meet OPC's and the state's strategic investment priorities related to 30 x 30, marine protected areas, habitat protection and restoration, sea-level rise and coastal adaptation, climate-ready fisheries, water quality and plastic pollution, offshore wind and aquaculture. Policies to leverage OPC's funding portfolio to maximize flexibility and impact.

Equitable Funding- Policies to establish equitable, transparent process on how funding is awarded to advance OPC/CRNA priorities related to coast and ocean conservation, including outreach, community engagement, communications, technical support, proposal criteria, evaluation and scoring, awards and grant timelines, invoice requirements and deliverables.

Equitable Workplace: Policies to support current and future staff and workforce needs, promote retention, maximize recruitment of diverse candidates for vacant positions (diversity of experience, expertise, geographic location, skill set), implement and institutionalize trainings on equity, environmental justice and partnership with California Native American tribes.

Responsible Budgeting: Policies to direct and track existing appropriations and expenditures, establish five-year projections for operational and staffing needs, create and implement plan for necessary fiscal adjustments (including BCPs for additional resources or budget cutbacks).

C. ROLE IN POLICY INFLUENCE (continued)

13. What is the CEA position's scope and nature of decision-making authority?

The CEA will serve as the bridge between staff and OPC leadership and will have executive level decision-making authority to advance administrative priorities within OPC. The position will have an integrated landscape view of all components of OPC's programs and procedures and will provide oversight and direction essential to meeting the State's goals to protect ocean and coastal biodiversity, advance equity and access, and build climate resilience. The position will also work closely with OPC's seven-member Council, legislators and legislative staff, state agency department heads and staff, tribal governments, academic partners, reporters and members of the public. Decision-making authority by the CEA impacts administrative and programmatic efforts of OPC and includes:

Creating and implementing administrative policies, procedures and practices; conducting evaluation to ensure efficacy, accountability and consistency.

Developing and analyzing current and future budget projections for strategic investments and workforce planning. Provide leadership, oversight, and recommendations to meet fiscal needs.

Review and approve administrative and programmatic policy documents that require a high degree of fiscal and/or technical independent judgment.

Assisting the Executive Director in establishing short and long-term priorities and creating an annual strategic investment plan to advance those priorities.

14. Will the CEA position be developing and implementing new policy, or interpreting and implementing existing policy? How?

The CEA will have lead responsibility for developing and implementing administrative policies and procedures related to budgets, human resources, personnel management, and work force planning. The CEA will also have a principle role in developing and implementing policies established by bond statutes, General Obligation Bond Law, funding guidelines, and the State's Once-Through Cooling Interim Mitigation Program. The position will develop and implement policies for legislation directing OPC to take specific action to advance ocean and coastal protection in the state. The position will also develop and implement policy to embed equity into OPC's internal and external processes and will implement existing policy by establishing funding priorities and processes to implement research, restoration, and monitoring projects.